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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 30 October 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 24 - 30 October 1952

I. Outstanding Achievements


1. None

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II. Developmental Plans1. 

2. Project 52-18, Training for New Personnel. The D/TR and Chief, IT/D, are in process of coordinating the curriculum for the Basic Intelligence Course with the AD's. Next week the Career Service Board will review the definition of "professional." Once a satisfactory definition of professional is established, S/PP can proceed with the writing of the CIA regulation on Basic Intelligence Training. The recommendations on space, submitted in August, are being carried out.

3. Project 52-22, Chinese Language Project. Additional items obtained by the Contact Division, O/O, from Yale University on the teaching of Chinese were received and forwarded to Mr. J. J. Bagnall for evaluation and recommendation.

Project 52-37, Collection and Source Exploitation Manual. Present needs for consultation with intelligence officers in the State Department have very nearly been met. In addition to the conferees named in last week's report, the State men consulted this week have included Theodore M. Nordbeck, Chief of the Intelligence Acquisition and Distribution Division and his Assistant, Mr. Edward Carroll. S/PP has conferred with  AD/IC, in order to acquaint him with the enterprise and the

fact that inter-agency as well as intra-agency consultations are taking place. He reserves judgment on the manual project, but considers the consultations appropriate to it.

Project 52-56, Survey of O/TR(G) Requirements for Audio-Visual Aids. Initial requirements for the projection of motion pictures by the various TR(G) divisions have been received. These will be reviewed and forwarded to the DD/TR(G) and D/TR for comment and approval prior to forwarding to TAB.

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6. Project 52-58, O/TR Regulation 70. Revised drafts of statements of mission and functions of each staff and division chief in TR(G) being reviewed by the Chief, S/PP, before submittal to the D/TR and DD/TR(G). After coordination with the D/TR and DD/TR(G), these statements will be furnished to the Support Staff for publication with similar statements for TR(S).
7. Project 52-59, Training for Provisionally-Cleared Personnel. Staff study on effective policy and procedures for the training of non-covert professional personnel entered on duty on a provisionally-cleared basis now in preparation. Coordination and discussion on this project is in progress.

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handling time and attendance reports. The situation now exists which leaves the T&A clerk with no factual basis for certification of actual attendance at class. The new procedures will correct this fault.

8. Project 52-60, Revision of OCD Manual. In a circular letter of 23 October 1952, of which a copy was received by the D/TR, the AD/CD announces plans for a new edition of Guide to OCD Facilities and Services. The current edition is a nine-page booklet published in November 1950. The AD/CD invites suggested improvements and asks how many copies will be wanted. D/TR has referred the matter to S/PP. In addition to noting some suggested improvements itself, S/PP invited the cooperation of the Chief, IT/D, and the Chief, TAB. After consultation with the Chief of the Support Staff, S/PP also invited the cooperation of the Chief Instructor, SIC-ADMIN. Most active interest thusfar displayed is that shown by the Chief, TAB.

9

10. Project 52-62, Review of ORR Training Notice. The Secretariat of the Career Service Board, the DD/Personnel, and the Policy Staff of I&S were consulted on the ORR Training Notice #1. The results of these meetings indicated that the notice had not been coordinated prior to publication. The Secretariat of the Career Service Board shares O/TR's view that the implied threat to ORR personnel in the policy statement of the notice is not in consonance with the spirit and intent of the Career Service Program. The DD/Personnel is not disturbed by this policy statement in the notice. He does, however, disapprove of such an action being taken unilaterally by ORR without prior coordination with the D/TR. [REDACTED] is looking into the status of the policy question of authorizing overtime payment for training activities and will report separately. The Policy Staff, I&S, concurs with the Office of Training that the classification of the document should be raised to Secret in view of the identification it makes of cleared consultants to the Agency. This information has been passed to the Chief, Programs Division, who is preparing a draft of the O/TR comments on the notice.

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III. Contributions to Other Departments and Agencies

1. Project 52-36, Language Reference Materials. No further word has been received from the AD/IC as to when the meeting to consider the O/TR proposal will be held.
2. Project 52-53, Swedish-English Dictionary. Memorandum to the D/TR recommending Agency (clerical) support to State project submitted to D/TR. Accompanying memo to AD/Personnel through ADD/A requesting that this project be undertaken as a work project in the Personnel Pool approved by D/TR and sent out (CC to Chief, LSD) If Personnel approves project, S/PP will make the necessary arrangements for carrying it out.

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